

MUNICIPAL BUDGET CHECKLISTS

Completed Checklist for Budgets Requiring Approval from OSLF

- _____ 1. Cover letter on the Municipality's letterhead (Complete contact information should be included.)
- _____ 2. Signed and certified original copy of the appropriation and tax levy resolutions
- _____ 3. Detailed budgets for all funds including enterprise funds and school funds (if applicable). Please include estimated beginning fund balances and cash balances for each fund at July 1, 2016, and ending balances at June 30, 2017.
- _____ 4. Revenue forecasts for property and sales tax in fiscal year 2017
- _____ 5. Budget Summary Schedule
- _____ 6. Schedule of Outstanding Debt
- _____ 7. Schedule of Budgeted Debt Payments for each Fund
- _____ 8. Cash Flow Forecast Schedules for:
 - _____ a. the General Fund
 - _____ b. the General Purpose School Fund
 - _____ c. each enterprise fund
 - _____ d. operating funds other than a. through c. having a beginning or ending cash balance less than one-month's (1/12th of fiscal year 2017 appropriations) average spending
- _____ 9. Water and Wastewater Financing Board (WWFB) Worksheet

Completed Checklist for Budgets Required to be Filed with OSLF

- _____ 1. Cover letter on the Municipality's letterhead (Complete contact information should be included.)
- _____ 2. Signed and certified original copy of the appropriation and tax levy resolutions
- _____ 3. Budget Summary Schedule
- _____ 4. Schedule of Outstanding Debt (if applicable)

An Excel spreadsheet including all schedules is available upon request from OSLF staff or may be found at: <http://www.comptroller.tn.gov/sl/>.